



PLEASE POST

Department of Employee Relations  
City Hall, Room 706

## Transfer/ Promotional Opportunity

### **MAIL HANDLER** (MILWAUKEE PUBLIC SCHOOLS)

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#### **ESSENTIAL FUNCTIONS:**

- Receives, sorts, and routes First Class Mail received in daily Post Office delivery.
- Receives, sorts and routes packages and shipments (USPS, UPS, FedEx, etc.).
- Operates equipment necessary for processing mail, including inserting, metering, mailing and banding machines.
- Maintains the record of amounts in the postage meters and maintains all postal accounts.
- Monitors mailings for compliance with the USPS, UPS, and FedEx guidelines and regulations.
- Monitors school and departmental mailings for compliance with MPS policies.
- Maintains current knowledge of USPS, UPS, and FedEx policies and procedures; maintains procedure manuals and documents.
- Performs other duties as assigned.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

#### **MINIMUM REQUIREMENTS:**

1. Current status and at least six months of experience as a regularly appointed civil service employee of the Milwaukee Public Schools.
2. Valid driver's license, a satisfactory driving record, and availability of properly insured vehicle at the time of appointment and throughout employment (car allowance provided). Driver's license number must be included on the application. Driving records will be checked.

#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Ability to read and interpret work-related materials
- Knowledge of US Postal regulations
- Ability to communicate effectively, both orally and in writing
- Ability to work both independently and as a member of a team
- Ability to manage projects and deadlines
- Skill in organization and record-keeping
- Ability to plan, coordinate, and accomplish work in a fast-paced environment
- Ability to exercise sound judgment
- Excellent interpersonal skills and ability to maintain good work relations with a multi-cultural, multi-disciplinary staff and the public
- Knowledge of basic math
- Ability and willingness to lift, push, pull, and transfer objects weighing 50 pounds or more
- Ability and willingness to walk for long distances and stand for long periods of time
- Ability to be thorough in the completion of assigned projects

**THE CURRENT HOURLY RATE is: \$13.08 - \$17.21** (40 hours per week).

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written test, interview of other assessment methods.

*Mail Handler (MPS)*

The Department of Employee Relations and the hiring department reserves the right to call only the most qualified candidates to oral, performance test or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred to the position.

**APPLICATIONS** and further information may be obtained from **[www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs)** or in person or via mail from City of Milwaukee Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202-3554, or by calling 414.286.3751.

***Applications should be returned to Janet Cleary, Manager Staffing Services, Milwaukee Public Schools, Office of Staffing Services, 5225 W Vliet Street, Room 124, Milwaukee WI 53208 by March 23, 2012. Receipt of applications may be discontinued any time after this date.***

#12-005TR – KW (ALK)

2/27/12